

**CITY OF HANOVER  
CITY COUNCIL MEETING  
DECEMBER 4, 2018 – OFFICIAL MINUTES**

**Call to Order/Pledge of Allegiance:**

Mayor Chris Kauffman called the regular meeting of Tuesday, December 4, 2018 to order at 7:00 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, Jim Zajicek and MaryAnn Hallstein. Also present were City Administrator Brian Hagen, Public Works Supervisor Jason Doboszanski, City Attorney Jay Squires, City Engineer Justin Messner and City Planner Cindy Nash. Other guests included Doug Voerding from the Journal Press, Grambart Family, and John Ganfield.

**Approval of Agenda:**

Hagen noted that there was discussion related to hanging Christmas Decorations since the last meeting. Hagen asked if Council desired to have a public discussion and provide direction to staff. Kauffman stated an item to discuss would be added as 7.f.

**MOTION** by Warpula to approve the amended agenda, seconded by Hammerseng. **Motion carried unanimously.**

**Consent Agenda:**

Kauffman inquired in the Quit Claim DEED included a payment for the property. Hagen stated, no payment for the land would occur, but there would be costs associated with recording the DEED. Kauffman next requested that the personnel policy be amended to state that phone calls answered outside of normal working hours do not result in two hours minimum pay. Discussion ensued and consensus was to leave the policy as written because staff is not abusing the policy. Kauffman further requested that part time employee benefits be reviewed to determine if employees who work 25-30 hours are required to receive a pro-rata benefit amount.

**MOTION** by Hammerseng to approve the consent agenda as presented, seconded by Warpula.

**a. Approve Minutes of November 20, 2018 City Council Work Session Meeting**

**b. Approve Claims as Presented:**

➤ Claims	\$ 54,244.80
➤ Payroll	\$ 9,160.56
➤ P/R taxes & Exp	\$ 3,307.27
➤ Other Claims	<u>\$ 1,725.66</u>
➤ Total Claims	<u>\$ 68,438.29</u>

**c. Res No 12-04-18-117 – Designating 2019 Polling Place Location**

**d. Res No 12-04-18-118 – Approving Quit Claim DEED to the City of Hanover**

**e. Res No 12-04-18-119 – Approving Withdraw from WCAT Joint Powers Board**

**f. Res No 12-04-18-120 – Approving Amendments to the City Policy Manual**

**Motion carried unanimously.**

**Citizen's Forum:**

None

**Public Hearings:**

**Truth in Taxation**

Hagen conducted the annual Truth in Taxation presentation to provide education to the residents on the City Budget and to offer an opportunity for public comment and questions. There were no public comments.

**Unfinished Business:**

None

**New Business:**

**Res No 12-04-18-121 – Adopting the 2019 Final Budget and Levy**

Hagen noted there have been no changes from the approved Preliminary Budget and Levy.

**MOTION** by Warpula to approve Res No 12-04-18-121, seconded by Hammerseng. **Motion carried unanimously.**

**Ordinance 2018-06 – Amending Zoning Ordinance Related to Home Occupations**

Nash reviewed to proposed Ordinance as it relates to Planning Commission's review and recommendation. She further explained that some home businesses would continue to be allowed to operate without any special permitting. She further explained that properties that meet certain minimum regulations may be allowed to obtain an Interim Use Permit in order to operate a business from an accessory structure.

One adjustment was made to replace dwelling with Dwelling Unit in order to note that a definition for Dwelling Unit exists.

**MOTION** by Hallstein to approve Ordinance 2018-06 as amended, seconded by Hammerseng. **Motion carried unanimously.**

**Res No 12-04-18-122 – Adopting the City of Hanover 2018 Park Dedication Fee Study**

Nash outlined the park dedication fee study as it was reviewed by Park Board and their recommendation. The study identifies existing and future park amenities, including new park locations. The study further estimates costs and identifies a fee to be charge for new residential units as developments occur. The new fee would be set at \$3,272 per unit.

**MOTION** by Hammerseng to approve Res No 12-04-18-122, seconded by Zajicek. **Motion carried unanimously.**

**Ordinance 2018-05 – Adopting the 2019 Fee Schedule**

Hagen noted that adjustments were made based on the previous meeting's direction. The last fee to set would be the water and sewer rates. Hagen stated that Albertville is not proposing an adjustment, whereas, St. Michael is proposing a 3% increase.

Council expressed that the City should conduct an in depth analysis of our infrastructure and fees charged as it relates to funding both operating and depreciation costs.

Council consensus was to increase water and sewer usage fees by 3%

**MOTION** by Hallstein to approve Ordinance 2018-05, seconded by Hammerseng. **Motion carried unanimously.**

**Res No 12-04-18-123 – Approving Contract for Employee Disability Insurance**

Hagen stated that along with a review of major medical benefit coverages and premium costs, he also reviewed the short and long term disability insurance coverage and premiums. Hagen proposed a change to the contract from Sunlife Financial to The Hartford. Hagen noted an estimated \$2,000 a year in savings. Hagen further noted that the changes to the major medical, dental, life, short term and long term contracts would provide an estimated \$11,000 annual savings.

**MOTION** by Warpula to approve Res No 12-04-18-123, seconded by Hallstein. **Motion carried unanimously.**

### **Christmas Decorations**

Hagen stated that Xcel is beginning to enforce a policy that will not allow cities to hang items from their distribution poles. Hanover currently hangs flags and Christmas decorations. Other cities may still be allowed to hang their decorations because they are not hung on poles with distribution lines.

**MOTION** by Kauffman directing staff to hang Christmas decorations for the 2018 season, seconded by Hammerseng.

### **Reports**

Nash

- Stated that Paxmar has submitted a complete application for the Hanover Cove development. The plat review will be brought to the December Planning Commission meeting for the public hearing. Nash further stated that the City Website's project page would be updated with the new information.

Hagen

- Stated he would be out of the office December 7<sup>th</sup> and 10<sup>th</sup>.
- Provided an update to Council that the Hanover Athletic Association has not been meeting the requirements of the Gambling Ordinance. Staff has requested additional reports from the organization but have not received them. Staff has further requested a review of their calculations as they have not submitted payment amounts that match what staff has calculated. Council directed Hagen to work with the City Attorney to determine options for better enforcement.

Doboszanski

- Stated Public Works plans to work early hours in order to get ice rinks flooded during colder hours. He further stated that he would remain mindful of overtime hours.

Messner

- Stated he continues to review adjustments of the Crow River Heights West Future Additions Preliminary Plat. Backes Companies has indication that a final plat would be submitted in spring of 2019 for the West 4<sup>th</sup> Addition phase.

### **Adjournment**

**MOTION** by Warpula to adjourn at 8:35 p.m., seconded by Hammerseng. **Motion carried unanimously.**

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Brian Hagen, City Administrator